

Region D
Homeland Security Oversight Committee
Meeting Minutes
Friday, July 14, 2005
10:00 a.m.
Mt. Vernon Fire Station

Attendance:

RHSOC Members:	RHSOC Alternates:
Chris Berndt, Emergency Management	Tom Martin, Emergency Management
Mike Seibert, Police Alternate	Richard Hill, Sheriff
Richard Hill, Sheriff	Andy Nimmo, Fire
Jimmy Sebree, Fire	Duane Compton, Fire
Kathleen King, County Health Alternate	Stephen Meyer, Public Works
Mitch Randles, HSRT	Tim McCracken, Utilities
David Brock, Public Works	Rick Lewis, Volunteer Groups
Donald Lasater, Mayor Alternate	
Chuck Surface, County Commissioner	Guests/Visitors:
David Edwards, Industry	Zada Ferris, SEMA
Bill Deal, Utilities	Jay Bosch, SEMA
David Hoover, EMS	Ryan Nicholls, Greene County OEM
J.R. Webb, 911	David McCurls, AFMC
Debi Meeds, Volunteer Groups	David Pratt, MDNR
	Mike Rowe, Lawrence Co EMD
Ex-Officio:	Jonathan Gand, City Springfield
Kevin Notz, DFS	Mary Young, NOVA-CCTO
Diane Smith, DHSS	Greg Hickman, Neosho HSRT
Wendell Hall, DNR	Keith Stammer, Jasper EMD
Capt. John Prine, MSHP	David Compton, Barry OEM
Capt. Gary Haupt, MSWP	
Gary McGarry, MoDOT	SMCOG Staff:
Larry Forgey, MDA	Dorothy Wittorff-Sandgren
Candy Adams, SEMA	
Diane May, SMCOG	

Open Meeting:

Candy Adams, SEMA, opened the meeting at 10:10 a.m. She introduced Zada Ferris and Jay Bosch, State Emergency Management Agency, and Diane May and Dorothy Wittorff- Sandgren, Southwest Missouri Council of Governments. Self introductions were made by those in attendance.

Homeland Security Regionalization Overview:

Zada Ferris, SEMA, provided homeland security regionalization overview. The regionalization process started a couple months ago and is still a work in process. The state is divided in nine districts, based on Highway Patrol districts. Region D is further along in the organizational process and this is the first regional homeland security oversight committee (RHSOC) meeting.

Ms. Ferris stated that the purpose of the RHSOC is to decide what the region wants to do with its homeland security grant funds. The amount of funds allocated to the region

will be set for the FY2006 year. For FY2007, allocation of funds to the regions will be on a competitive basis. Meetings will be held quarterly. She noted that the ex-officio members are resources—experts in the field who are available to provide information and assistance to the RHSOC.

Jay Bosch provided information on the development of a website for homeland security regionalization. By mid-August the SEMA website will be linked to the regionalization website. Specific information will be stated, with links to individual districts. He is looking for suggestions on what information to post on the Region D site. Suggestions can be sent to Mr. Bosch via email at jay.bosch@sema.dps.mo.gov

By-Laws:

Zada Ferris discussed the draft RHSOC bylaws which have been prepared by SEMA. The draft bylaws provided at the meeting have been reviewed by multiple people at the state. Any major changes in the bylaws must be approved by the Homeland Security Advisory Committee (HSAC). The HSAC meets on August 10th and will approve bylaws at that time. Ms. Ferris reviewed the bylaws articles with the following noted:

- Mutual aid agreements will be used/required for purchasing equipment.
- Article 4, Voting Procedures are very specific. HSOC members must be present at a meeting to vote. Alternate has right to vote if primary not present. Must cast vote on behalf of the group each member represents, rather than individual interests.
- Article 5, Disclosure and Discipline, will be addressed later on the agenda. Members can be removed for cause.
- Article 6, Open Meetings. Meetings will be open to the public. However, meetings will be closed if sensitive homeland security information is discussed.
- If the RHSOC wants to add additional members, must petition the HSAC to do so.

Discussion ensued on the bylaws and the following corrections and changes were recommended:

- The RHSOC has an even number of voting members. Following discussion, it was decided to recommend that a tie vote would be considered a defeat.
- Article 3, delete second sentence.
- Correct various typographical errors.
- Article 9, insert word “year” in sentence and indicate that seven members will serve for one year and seven will serve for two years.
- Recommended that chair and vice-chair be elected each year, rather than vice-chair automatically moving into the chair’s position.
- Question raised about special meeting calls and sunshine notice requirements. Will add language for the chair to call special meetings and who can request the chair to call a meeting.
- Add roll call voting.
- Under the bylaws, the 1st alternate will move into the primary representative position. Recommended that other alternates are only for attending meetings in case primary or 1st alternate cannot attend.

- If a representative is no longer working in the particular discipline, they can no longer represent that discipline on the RHSOC.

Bylaws corrections will be mailed to the Committee.

Jimmy Sebree (Fire) asked if a list serve can be set up so that everyone can be notified or share information.

Vacant Positions-Selection of Representatives:

Alternate representatives are needed from the County Commission and Fire working groups. Chuck Surface (County Commission) indicated that an alternate representative would be selected at an upcoming county commissioners meeting. Jimmy Sebree will work with fire departments to select an alternate.

RHSOC Member Terms:

For the start up of the RHSOC, half the members will serve for one year and half will serve two year terms. After the first year, all new appointees will serve two year terms. Committee members drew numbers from a hat to determine terms, with results as follows:

RHSOC Member:	Term (Years)
Chris Berndt, Emergency Management	1
Lynn Rowe, Police	2
Richard Hill, Sheriff	2
Jimmy Sebree, Fire	2
Angela Ford, County Health	2
Mitch Randles, HSRT	2
David Brock, Public Works	1
Jim Collins, Mayor	2
Chuck Surface, County Commissioner	2
David Edwards, Industry	1
Bill Deal, Utilities	1
David Hoover, EMS	1
J.R. Webb, 911	1
Debi Meeds, Volunteer Groups	1

Nominations and Election of Officers:

Nominations for Chair taken: Chris Berndt nominated to serve as chair. J.R. Webb (911) motioned and Mitch Randalls (HSRT) seconded that nominations cease. Tim McCracken (Utilities) moved and Debi Meeds (Volunteer Groups) seconded that Chris Berndt be elected as chair by acclamation. Motion carried.

Nominations for Vice-chair taken: J.R. Webb nominated Jimmy Sebree to serve as Vice-chair and David Hoover (EMS) seconded the nomination. Mitch Randalls moved and Debi Meeds seconded the motion that nominations cease. Motion carried. Mitch Randalls moved and Debi Meeds seconded the motion that Jimmy Sebree be elected to Vice-chair by acclamation. Motion carried.

Scheduled Meeting Dates:

Quarterly meeting dates will be October 19, 2006; January 25, 2007; April 19, 2007; and July 19, 2007. Meetings will be at 9:00 a.m. at the Mt. Vernon Fire Station. Other meetings may be called as necessary.

Non-Disclosure Statement:

Zada Ferris informed the Committee that there may be occasions when meetings will be closed for discussion of sensitive homeland security information. All primary and alternate representatives will be required to sign a non-disclosure statement and that background checks would also be conducted for all primary and alternate members and spouses. Non-disclosure statements were distributed and signed during the meeting. Background check documents were also distributed. These are to be signed by the primary and alternate representatives and their spouses, witnessed and then returned to SEMA.

Planning Priorities and Grant Funding Timeline:

The state must submit its funding priorities to FEMA by August 31, 2006 and will use a formula to determine how much money each region will receive for this year. Questions were raised on what will be the state's priorities. Zada Ferris stated that Interoperability will still be a key initiative, but there are other priorities as well. Funding will be allocated sometime in September or October. Grant funds awarded must be spent within two years. Candy Adams noted that the regions are on the back end of this process for the FY2006 year. In 2007 there will be more chances to determine how funds will be spent. Zada Ferris indicated that communities need to participate in this process; the RHSOC is the hub and determinant of grant money allocations. Communities will not get funding if they do not follow this process.

A suggestion was made that all members should serve two year terms because of the limited length of time for the committee to function for the balance of the fiscal year. Zada Ferris will take this recommendation to the RSHAC, but she doubted that this change would be approved.

NIMS:

Candy Adams briefly discussed NIMS. She indicated that communities do not have to be NIMS compliant to be eligible for FY2006 Homeland Security funding, but this will be required for FY2007 funding.

Working Groups:

Candy Adams indicated that the working groups need to get together to determine needs. The question was raised on whether the working groups can do anything yet without knowing the state's priorities and what the funding level for the region will be. Mike Rowe suggested that working groups get together, determine needs and bring back to table. David Hoover stated that the EMS group already is working on a regional plan. Should be looking at how the various working groups interact together and develop a working plan for the region. Candy Adams indicated she, Diane May and Dorothy Wittorff-Sandgren will be available to help out the working groups if needed.

With no further business to discuss, David Hoover moved and J.R. Webb seconded the motion to adjourn the meeting. Motion carried. Meeting adjourned at 12:10 p.m.

Respectfully Submitted,

Diane May, Executive Director
Southwest Missouri Council of Governments

Date Approved